

GUIDANCE NOTE

Non-Material Variations

What is it?

Section 64 of the Town and Country Planning (Scotland) Act 1997 gives the Planning Authority the power to ‘vary any planning permissions granted by them if it appears to them that the variation sought is not material’. This therefore allows developers to request relatively minor changes to an approved planning application to be agreed as a non-material variation (NMV) without the need for a fresh application. This saves time and money for both the applicant and the Council as it avoids the need for preparing and processing a full planning application with associated forms, neighbour notifications, newspaper adverts etc. for changes which do not require any detailed consideration. More significant changes would require the submission of a new planning application.

How much does it cost?

There is a degree of officer time involved in providing this service including assessment of the proposed changes, replacement of revised plans in the planning file/website and issuing a confirmation of the NMV. The following fees for this service are therefore required:

Scale of Development	Charge
All applications	£200
Exemptions: <ul style="list-style-type: none"> - Alterations to planning applications which did not require a fee or were subject to a reduced fee (i.e. alterations to improve access, safety, health of registered disabled person) - For the first NMV for householder applications within one year of the original decision. 	Free

What can I expect in the response?

You will receive a formal letter listing the changes that have been approved as part of the NMV and also listing which plans this refers to. This will provide confirmation that no planning permission is required for these changes due to their non-material nature.

What do I need to include in my submission?

There is no form to complete and you simply need to email planning@eastdunbarton.gov.uk quoting the reference number of the previously approved planning application. You should include all revised plans in your email necessary to demonstrate the proposed changes. There is no need to submit a full suite of new plans, only those affected by the changes. For example a change in a house type on one plot would only need to be accompanied by revised floor plans, site plan and elevations for that specific plot. A bullet point list of the proposed changes shown on these plans should also be provided.